

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

#### VACANCY ANNOUNCEMENT

### UNEMPLOYMENT INSURANCE SPECIALIST I (SR-16) – Honolulu

#### Recruitment # 09-35

**Salary: \$3,002.00 Monthly**

**Opening Date: March 20, 2009**

**Closing Date: March 27, 2009**

#### DUTIES SUMMARY

Receives formal and on-the-job training and assists in a trainee capacity in activities relating to the various State and Federal unemployment insurance benefit programs. Learns the principles, practices and techniques of claims interviewing, examination and adjudication; reviews simple cases involving single issues such as chargeability of benefits to employers' reserve accounts, registration and reporting requirements, reviews records and conducts interviews with claimants and employers by taking into consideration applicable policies, precedents, laws and regulations in order to resolve issues. Performs other duties as required.

#### MINIMUM QUALIFICATION REQUIREMENTS

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve months of experience at 20 hours/week is equivalent to six months of experience, not one year. Also, hours worked in excess of 40 hours/week will not be credited. Example: twelve months of experience at 60 hours/week is equivalent to one year of experience, not one and a half years.

**To qualify, you must meet all of the following requirements:**

**Education:** A Bachelor's degree from an accredited college or university.  
You must submit transcripts, identified by job title and recruitment number, as verification.

Progressively responsible administrative, professional, technical, analytical or investigative work experience may be substituted for education on a year-for-year basis.

**License:** A valid driver's license is required for some positions. For those positions requiring a driver's license, you **must possess** a valid driver's license at the time of appointment.

Princess Ruth Keelikolani Building • 830 Punchbowl Street, Room 312 • Honolulu, Hawaii 96813

## **OTHER INFORMATION**

### **TESTING INFORMATION**

The examination for this recruitment will be conducted on an unassembled basis where the examination score is based on an evaluation and rating of your education and experience. It is therefore important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Federal and State laws apply to all forms of employment decisions and actions, including pre-employment inquiries. The State of Hawaii is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.

### **MERIT CIVIL SERVICE SYSTEM**

The employment of persons in the civil service, as defined by State laws, is governed by the merit principle. Applicants must meet the minimum qualification requirements of the position being sought, including all education, experience, and other public employment requirements for State Civil Service employment. It is the applicant's responsibility to provide complete information. The information submitted may be verified. Applicants must meet the requirements and qualify on appropriate employment related tests to be eligible for employment consideration.

### **CITIZENSHIP REQUIREMENT**

Applicants must be citizens, permanent resident aliens or nationals of the United States. Non-citizens with unrestricted employment authorization from the U.S. Immigration and Naturalization Service may also apply.

### **HAWAII STATE RESIDENCY REQUIREMENT**

Effective July 1, 2007, persons who are non-residents of the State of Hawaii will have thirty (30) days from the date they begin their State employment to become Hawaii residents. While an employee of the State of Hawaii, they must maintain their Hawaii residency.

### **PHYSICAL / MENTAL REQUIREMENTS**

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

### **REASONABLE ACCOMMODATION**

Applicants with special needs should contact our office during business hours at the time of application. Auxiliary Aids and Services are available upon request. Call (808) 586-9040 [voice], (808) 586-8847 [TTY] or 1 (888) 569-6859 [TTY Neighbor Islands].

### **LANGUAGE ACCESS ASSISTANCE**

All of our written and oral material will be provided to you in English. If you have difficulty understanding, please contact our department's Language Access Coordinator by telephone at (808) 586-9040 during business hours or write to the Language Access Coordinator, Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813.

### **VETERANS PREFERENCE POINTS**

(Open Competitive Recruitments Only). To receive 5 Veterans Preference Points, an applicant must submit a copy of the DD214 (Member 4) verifying dates of honorable service. To receive 10 Points, submit a copy of an official statement/letter from the Department of Veterans Affairs or armed services dated within the past 12 months which confirms your qualification to receive 10 points preference. To receive credit, please identify all documents by job title and recruitment number.

### **PRE-EMPLOYMENT PHYSICAL EXAMINATION REQUIREMENT**

Offers of employment are conditional upon the results of a complete pre-employment physical examination. The cost and responsibility for all such examinations rest with the applicant and not the State of Hawaii.

### **CRIMINAL HISTORY RECORD CHECK**

Individuals who are recommended for hire are required to undergo a criminal history record clearance and other checks, as applicable.

### **ADMINISTRATIVE REVIEW (Internal complaint)**

Applicants who do not agree with an action taken on their application, should FIRST request an internal complaint with DLIR. Your internal complaint must be postmarked within seven (7) working days following the date of your notice and must be made in writing to the DLIR at the address listed on the front of this announcement. Your letter requesting the review must include: 1) job title, recruitment number, and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request for a review. **If you do not submit your complaint/request within the seven work-day limit, no review will be conducted and you will have no further review or appeal rights.**

**APPEAL:** If you do not agree with the internal complaint decision taken by the DLIR, you may appeal to the State Merit Appeals Board within 20 days from the date of the action on the internal complaint. Appeals to the Board must be in writing and sent to the following address: Merit Appeals Board, c/o Department of Human Resources Development, 235 S. Beretania St., Room 1303, Honolulu, HI 96813. A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment. AN INTERNAL COMPLAINT MUST HAVE BEEN COMPLETED **BEFORE** REQUESTING AN APPEAL.

**EMPLOYMENT INTERVIEW RESUME:** Please take a copy of your application and/or resume to employment interviews.

If you have any questions, please contact our office at (808) 586-9043 for further information.

**APPLICATIONS MAY BE OBTAINED FROM:**

**[www.hawaii.gov/labor](http://www.hawaii.gov/labor)**

**Job Opportunities**

**Or**

**Department of Labor and Industrial Relations**

**Princess Ruth Keelikolani Building**

**830 Punchbowl Street, Room 312**

**Honolulu, Hawaii 96813**

**(808) 586-9043**

**Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm**

**Closed on State Observed Holidays**

**Submit completed Application along with the Required Supplemental Questionnaire and Employment Availability Information form to the address above. Mailed applications must be postmarked by midnight of the last day to apply date.**